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31 March 1959

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MEMORANDUM FOR: Acting Chief, WH Division

FROM : Comptroller

25X1A6a

SUBJECT : Closing of [REDACTED]

1. Reference is made to your memorandum dated 6 March 1959 concerning instructions to be given the [REDACTED] and [REDACTED] the [REDACTED] in connection with the closing of the [REDACTED] on or about 1 May 1959. 25X1A6a 25X1A6a

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2. It is suggested that the following instructions be issued concerning the financial activities of the Base:

a. All financial commitments should be settled prior to the departure of the Base personnel. Any commitments that cannot be settled before the departure of the Base personnel should be reported in detail to the [REDACTED] Station and satisfactory arrangements should be made with the Station for settlement at a later date. 25X1A6a

b. A final accounting should be prepared and forwarded to the [REDACTED] Station together with any unexpended funds. 25X1A6a

c. All financial records should be forwarded to the [REDACTED] Station for determination as to their destruction, retention by the Station or forwarding to Headquarters for storage. 25X1A6a

d. Consistent with instructions to be issued by the Office of Logistics concerning the disposal of property, a detailed property disposal report should be furnished the Station and Headquarters and all proceeds received from the sale of property should be turned into the [REDACTED] Station with supporting documentation as required by the [REDACTED] Regulations. 25X1A6a

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3. Should you have any questions concerning the foregoing, please let us know.

[REDACTED]

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E. R. SAUNDERS

Distribution:

Orig & 1 - Addressee; 1 - Comptroller; 1 - AC/Finance;  
1 - C/O&L Br.; 1 - Comp. & Tax; 2 - Accounts Br.

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FD/ACCTS/[REDACTED]/mmh

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